

KANSAS STATE BOARD OF TECHNICAL PROFESSIONS

www.ksbtp.ks.gov

785-296-3053

900 SW Jackson St, Suite 507, Topeka, KS 66612-1257

DETAILED INSTRUCTIONS FOR ONLINE RENEWALS FOR INDIVIDUALS

The screenshot shows the 'License Renewal Application' page. At the top is a blue banner with the 'Kansas' logo (featuring a sun and stars with the motto 'EUREKA PER ASPERA'), the text 'Kansas State Board of Technical Professions', and the official seal. Below the banner is a 'Menu' on the left with a list of steps: DEMOGRAPHICS, LICENSE ADDRESS, LICENSE UPDATE, MAILINGADDRESS, Questions, and Finish. Each step has a checkbox. Below the menu are links for 'License Home Page' and 'Logout'. The main content area is titled 'License Renewal Application' and contains instructions: 'To submit your License Renewal you must complete each step listed in the Menu on the left side of the screen.' It also states, 'You must enter your Social Security No. and your birthdate into your demographic data.' A 'Note' specifies that the license number is prefixed by the profession, with a list of prefixes: A - Architect, LA - Landscape Architect, PE - Professional Engineer, PG - Professional Geologist, and PS - Professional Surveyor. At the bottom right, there is a 'Start' button and a blue callout box with an arrow pointing to it, containing the text: 'Click start to begin the renewal process and payment section.'

Menu	License Renewal Application
<input type="checkbox"/> DEMOGRAPHICS	<p>To submit your License Renewal you must complete each step listed in the Menu on the left side of the screen.</p> <p>You must enter your Social Security No. and your birthdate into your demographic data.</p> <p>Note: your license number is prefixed on this site by your profession. The prefixes are:</p> <p>A - Architect LA - Landscape Architect PE - Professional Engineer PG - Professional Geologist PS - Professional Surveyor</p>
<input type="checkbox"/> LICENSE ADDRESS	
<input type="checkbox"/> LICENSE UPDATE	
<input type="checkbox"/> MAILINGADDRESS	
<input type="checkbox"/> Questions	
<input type="checkbox"/> Finish	
License Home Page	
Logout	

[Start](#)

Click start to begin the renewal process and payment section.

Start by updating the "Demographics" or personal information on the next screen. Remember that you will be required to provide your Social Security Number and Birthdate to proceed past this page and complete the online renewal.

Menu	Update Person Address
<input type="checkbox"/> Demographics	<p>Update the information in the form below and press the Update button to save the changes.</p> <p style="color: orange; text-align: center;">You must enter your Social Security No. and your birthdate into your demographic data.</p> <p style="color: blue;">Note: Contact your Licensing Board if you need to update your name.</p>
<input type="checkbox"/> LICENSE ADDRESS*	
<input type="checkbox"/> LICENSE UPDATE*	
<input type="checkbox"/> MAILINGADDRESS*	
<input type="checkbox"/> QUESTIONS*	
<input type="checkbox"/> Finish	
License Home Page	
Logout	

Name

First Name: John

Middle Name: *TesT*

Last Name: Doe

Birth Date:

SSN:

Gender:

Required Information:
Birth Date & SSN.
Acceptable formats
shown below each
field.

To change your name you must contact the Board office.


Address

<p>Country: <input type="text" value="United States"/></p> <p>Line 1: <input type="text" value="901 SW Jackson St Ste"/> <small>ex. 123 Fourth St.</small></p> <p>Line 2: <input type="text"/> <small>ex. Apt. 100</small></p> <p>City: <input type="text" value="Topeka"/> <small>Foreign Addresses: Enter city, region, postal code</small></p> <p>State: <input type="text" value="KS"/></p> <p>ZipCode: <input type="text" value="66612"/> <small>ex. 02705 or 027051234</small></p>	<p>Phone: <input type="text" value="7852963053"/> <small>ex. 3015551212</small></p> <p>Fax: <input type="text" value="7852961213"/> <small>ex. 3015551212</small></p> <p>Email: <input type="text" value="john.doe@yahoo.com"/> <small>ex. username@domain.com</small></p>
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Once all needed changes have been made, click Update.


Update

Clicking "Update" will take you to the License Address Information summary page. This page contains your work information. You can choose to "Edit" this information, or if there is no change, you can click "Complete."



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Menu

☒ **DEMOGRAPHICS***
☐ License Address
☐ **LICENSE UPDATE***
☐ **MAILINGADDRESS***
☐ **QUESTIONS***
☐ Finish
[License Home Page](#)
[Logout](#)

License Address Information

This is the address currently associated with your license. Press the **Edit** button to edit this address. If no changes are necessary, press the **Complete** button to mark this step complete.

Line 1: 2 Penguin Path
Topeka, KS 66614

Phone:
Email:

Click "Edit" to make updates or click "Complete" to continue with no changes.

[Edit](#)
[Complete](#)

If you click "Edit" you will see the following screen.



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Menu

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☐ **MAILINGADDRESS***
☐ **QUESTIONS***
☐ Finish
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[Logout](#)

Update License Address

Update the information in the form below and press the **Update** button to save the changes.

Address

Country: United States

Phone:
ex. 3015551212

Line 1: 2 Penguin Path
ex. 123 Fourth St.

Fax:
ex. 3015551212

Line 2:
ex. Apt. 100

Email:
ex. username@domain.com

City: Topeka
Foreign Addresses:
Enter city, region, postal code

State: KS

ZipCode: 66614
ex. 02705 or 027051234

Use this page to update your work/business information.

When you have finished your changes, click "Update."

[Update](#)

This email address can be different from that provided on the "Demographics" screen.

The next screen will be the “Additional License Data” screen. There is only 1 editable field on this screen, the *Business Name* field. If you would like to update your Business Name/Employer Name, click “Edit.” Otherwise you can click “Complete” and move past this page.



Menu

- ☒ **DEMOGRAPHICS***
- ☒ **LICENSE ADDRESS***
- ☐ License Update
- ☐ **MAILINGADDRESS***
- ☐ **QUESTIONS***
- ☐ Finish
- License Home Page
- Logout

Additional License Data

This is supplemental data associated with a license. To edit the supplemental data, press the **Edit** button. If no changes are necessary, press the **Complete** button to mark this step complete.

License Number: [REDACTED]
Profession: BOTP-Professional Surveyor
License Type: Professional Surveyor
License Status: Renewal Pending
Issued: 9/24/2014
Expired: 3/31/2016
Business Name: Tip-Top Surveying


Edit **Complete**

Click “Edit” to make updates or click “Complete” to continue with no changes.

The only editable field.


If you click “Edit” you will be taken to the following screen. Where you will see a summary of your current license information and you will be able to update your Business Name/Employer Name.

Note: If you have a Certificate of Authorization, updating the Business Name in the module will not affect your Certificate of Authorization file. To change your Business Name of records for a Certificate of Authorization please see our website at <http://www.ksbtp.ks.gov/professions/business-entities>.



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☒ **LICENSE ADDRESS***
☒ License Update
☐ MAILINGADDRESS*
☐ QUESTIONS*
☐ Finish
[License Home Page](#)
[Logout](#)

Update License Information

Use the form below to update the supplemental information. Press the **Save** button to save the changes.

License Number: [REDACTED]

Profession: BOTP-Professional Surveyor

License Type: Professional Surveyor

License Status: Renewal Pending

Issued: 9/24/2014

Expired: 3/31/2016

Business Name:

Once you have made the needed changes to your Business Name, click "Save."

On the Mailing Address page, please select where you would like your official mail from the Board office to be sent. Click the button next to the preferred address and you will see it turn green.



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Menu
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☐ MailingAddress
☐ QUESTIONS*
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[License Home Page](#)
[Logout](#)

Mailing Address

Select your preferred mailing address. The mailing address is where the Board will send all official license information. You are required by law to keep this information current.

☒ **Licensee Address:**

901 SW Jackson St Ste 507
 Topeka, KS 66612
 john.doe@yahoo.com
 7852963053

☐ **License Address:**

2 Penguin Path
 Topeka, KS 66614

Once your selection has been made, click "Continue."

You will now be directed to the Renewal Questions page. Here you will be asked to review and answer two (2) questions.

Once you have answered the questions and read the information on this page, you will click "Submit."



Menu	Renewal Questions	
<input checked="" type="checkbox"/> DEMOGRAPHICS*	Please answer A	
<input checked="" type="checkbox"/> LICENSE ADDRESS*	drop-down menu	
<input checked="" type="checkbox"/> LICENSE UPDATE*	Review and answer the two renewal questions.	
<input checked="" type="checkbox"/> MAILINGADDRESS*	Click the Submit button when you have answered the questions.	
<input type="checkbox"/> Questions		
<input type="checkbox"/> Finish		
License Home Page		
Logout		

Question	Answer
Have you been convicted of a felony or had any disciplinary or administrative action taken against your license in Kansas or any other jurisdiction since last renewal?	Please Choose ▼
Have you complied with the Board's requirement for continuing education in order to renew your license?	Please Choose ▼

NOTE: A "Yes" response to the CE (Continuing Education) question can indicate:

- 1) You have completed all required CE - OR -
- 2) You are renewing your Kansas license for the very first time, and you are exempt from acquiring CE for this renewal period. - OR -
- 3) You are on INACTIVE status, and you are exempt from acquiring CE for this renewal period. If you were previously on Retired status you will now be on Inactive status.

You must have CE documentation available for the Board's review if the Board should request information for an AUDIT.

You must not proceed with this renewal application if you have not complied with CE requirements. Please contact the Board office (see bottom of page) for more information.

By clicking the **Submit** button you hereby affirm that you understand and have answered the questions truthfully to the best of your knowledge.

When you have completed the questions, click "Submit."

Submit

You will be taken to a Renewal Summary page where you can review your changes and are given the option to return to any of the renewal pages to make needed corrections. If you do need to make changes at this time, this can be done by clicking back through the Menu bar to corresponding page.

Menu	
<input checked="" type="checkbox"/>	DEMOGRAPHICS*
<input checked="" type="checkbox"/>	LICENSE ADDRESS*
<input checked="" type="checkbox"/>	LICENSE UPDATE*
<input checked="" type="checkbox"/>	MAILINGADDRESS*
<input checked="" type="checkbox"/>	QUESTIONS*
<input type="checkbox"/>	Finish
License Home Page	
Logout	



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Menu

- ☒ **DEMOGRAPHICS***
- ☒ **LICENSE ADDRESS***
- ☒ **LICENSE UPDATE***
- ☒ **MAILING ADDRESS***
- ☒ **QUESTIONS***
- ☐ **Finish**
- License Home Page
- Logout

Renewal Summary

The changes you have made are listed below. Please review this information carefully to ensure it is correct. You may go back to any step in this process by clicking the corresponding link in the Menu on the left.

When you have verified all information, click the **Checkout** button to pay all applicable fees and submit your application.

Licenses

Professional Surveyor

Profession:	BOTP-Professional Surveyor	License Number:	[REDACTED]	License Status:	Renewal Pending
Issued:	9/24/2014	Expiration Date:	3/31/2016	Renewed To:	

Address Changes

Name: John *TesT* Doe

Licensee Address:

901 SW Jackson St Ste 507
Topeka, KS 66612
john.doe@yahoo.com
7852963053

License Address:

2 Penguin Path
Topeka, KS 66614

Question Responses

Question	Answer
Have you been convicted of a felony or had any disciplinary or administrative action taken against your license in Kansas or any other jurisdiction since last renewal?	N
Have you complied with the Board's requirement for continuing education in order to renew your license?	Y

Attestation

By clicking the **Checkout** button I hereby certify that I have personally submitted all data requested in the renewal form. I declare, under penalty of perjury, that I have read the renewal form and my responses, and that the information I have provided is true, correct, and complete, to the best of my knowledge. I understand that Kansas statutes allow the Kansas State Board of Technical Professions to revoke, suspend or limit a license, or censure the licensee, or impose a fine for any act of fraud or misrepresentation in applying for renewal of my license.

If the above information is correct, please click the **Checkout** button. Otherwise please go back and make any necessary corrections.

After review of summary page
and reading the Attestation,
click "Checkout."

Checkout

The following pages will begin the payment screens for your renewal. On the page below you will review your renewal fee and select your payment option. The fee for using your credit card is 2.5% of your Renewal Fee and the fee for using an electronic check will be \$1.25.

The screenshot shows the 'Application Fees' section for a 'Professional Surveyor' license. It includes a table with one row: 'Renewal Fee' for '\$60.00'. Below this is the 'Fee Totals' section showing a 'Total Amount' of '\$60.00'. The 'Payment Type Selection' section contains explanatory text about payment methods and a 'Pay Online' button. Annotations include a box pointing to the 'Pay Online' button with the text 'Once you have chosen a payment type, click "Pay Online."' and another box pointing to the radio buttons with the text 'Select the box next to the payment type you prefer.'

Application Fees

License Type: Professional Surveyor

License Number	Description	Fee Amount
[REDACTED]	Renewal Fee	\$60.00

Fee Totals

Total Amount: \$60.00

Payment Type Selection

The accepted payment method is electronic check or credit/debit card (VISA, MasterCard, Discover or American Express.) KanPay (payment portal) will add a small fee for processing your online payment. The fee rate is 2.5% of the total charge for credit card transactions and \$1.25 for electronic check (ach) transactions. The processing fee will show on your Payment Result page after the charge transaction is completed, but it does not get sent to the Board.

Upon completion of the online submission you will receive a confirmation screen. If you do not receive a confirmation screen, your online submission did not complete successfully. You may contact the Board at 1-800-452-6727 for assistance.

☐ Pay By Checking Account ☒ Pay by Credit Card

Pay Online

Once you have chosen a payment type, click "Pay Online."

Select the box next to the payment type you prefer.

When you click "Pay Online" you will be routed to the KanPay Payment Portal. They will securely collect your payment information.

Payment Information for Kansas State Board of Technical Professions Renewal Application

* Indicates a required field.

Name and Address

* Name:
(as shown on bank account)

* Address:

Secondary Address:

* City:

* State/Province:

* Zip Code:
(i.e. 00000-0000)

You will provide your billing information. This does not have to be the same information provided during the renewal process.

* Country:

Account Information

Sample Check - U.S. Account (lower left corner)



The Bank Routing # is 9 digits between the 12 symbols

The check # should match the # in the upper-right corner

The Checking Account # is usually to the left of #. If check # is left of account #, ignore check #

Note: These three sets of numbers may appear in a different order on your check.

* Routing Number:

* Verify Routing Number:

* Account Number:

* Verify Account Number:

* Account Type:

This is the screen you will see if you select “electronic check.” You will provide your account information here. If you choose the credit card option you provide your credit card number, credit card type and expiration date.

Contact Information

* Phone Number:
(i.e. 000-000-0000)

Provide a phone number where you can be reached by KanPay if there is an issue with your transaction.

* E-mail Address:

Provide the email address where you would like your electronic receipt of payment to be sent. **You will need to print and retain this receipt as proof of payment should there be any concern about the payment processing correctly. **

When you have completed the necessary fields, click “Continue.”

After you click continue you will see a payment confirmation page where you can make changes if needed or select "I Agree/Submit Payment."

Once you click "Submit Payment" you will briefly see a screen indicating that your transaction is being processed. Do not click anything at this time, it may take several seconds to process, but you will automatically be directed back to the renewal website. There you will see a renewal summary page.

You will need to print this renewal summary page for your records as proof of your renewal. Pocket cards will no longer be available.

If you need proof of your current license status please see our website for a LICENSURE SEARCH or the MyLicense App that is available for iPhone and Android users.